

## NYNEHEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 24<sup>th</sup> May 2021 AT THE MEMORIAL HALL, NYNEHEAD

This face to face meeting was managed within the updated COVID-19 secure guidelines produced by Government. Two metres social distancing was maintained at all times and safety signage was clearly displayed in all areas of the Hall. High-contact objects such as tables, chairs, door/window handles and light switches were cleaned both before and after the meeting and handwashing facilities, hand sanitiser and paper towels were provided. A safe area was also made available should anyone have been taken ill. Everyone present wore a mask and the names and contact details of all attendees either scanned the QR code with the NHS Covid-19 App or their names and contact details were taken for the purposes of Test, Track and Trace.

**The meeting started at 19.35 and concluded at 21.21**

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| <b>Present</b> | Dr J Butterley – Mr T Powell-Gill - Mrs A Harcombe – Mr M Vest – Mr J Frost (Parish Footpaths Liaison Officer). There were three members of the public. |   |
| 21/050         | Election of Chairman  | Dr Jan Butterley was proposed as Chairman by Mr T Powell-Gill and seconded by Mrs A Harcombe. There being no other nominations, she was elected for the post for 2021-2022. Declaration of Acceptance of Office was signed.   |
| 21/051         | Election of Vice-Chairman   | In the absence of Mr G Stead, this was postponed until the meeting in June 2021   |
| 21/052         | Apologies   | Mr G Stead – PCSO Henderson – Mr G Wren   |
| 21/053         | Declarations of Interest  | There were no Declarations of Interest or Dispensations.  |
| 21/054         | Approval of Minutes   | The Minutes of the meeting held 22 <sup>nd</sup> April 2021 were approved and signed as a correct record.   |
| 21/055         | Actions from the previous meeting   | There were no Actions from the previous meeting.  |
| 21/056         | Planning Matters  | <p>(i) The members considered Planning Application 26/21/0005 Erection of security fencing and change of use of yard areas for external storage at Unit 6 Poole Industrial Estate, East Nynehead Road, Nynehead. Application Type: Full Planning Permission. Members did not support this application due to this site and its current use being incompatible with adjacent residential amenity. The decision regarding security fencing and the change of use of the yard areas should be delayed until the on-going environmental issues regarding working hours, noise and the dust and dirt created by the current occupant are resolved with local residents. They recommended that a full environmental impact study should be undertaken before any decision is made.</p> <p>(ii) To report planning application 26/21/0003/T Application to fell one Ash tree included in Taunton Deane Borough (Nynehead No. 1) Tree Preservation Order 1998 at 1, Monument View, Nynehead (TD818). The decision of Conditional Approval was made on the 07/05/2021.</p> |
| 21/057         | Parish Council Administration   | (i) The report from the Internal Auditor for 2021 was received by the members. There were no matters of non-compliance and Mrs Jill Larcombe, Internal Auditor, had signed the internal audit section of the Audit return.  |

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|        |               | <p>(ii) The Internal Audit Review 2021, prepared by the Clerk, was received and approved. This annual review, in accordance with the Governance and Accountability for Smaller Authorities in England, is designed to provide assurance for the authority that standards are being met and that the work of the internal audit is effective. Both the Clerk and the members agreed that the internal audit conducted by Mrs Jill Larcombe is very comprehensive, thorough and useful and meets the Council's needs in the future.</p> <p>(iii) A 'yes' response was made to all the questions in the Annual Governance Statement for 2020/2021 – Section 1 of the Annual Return 2020/2021 and this was signed by Dr J Butterley.</p> <p>(iv) The Accounts and Financial Statement for the year ending the 31<sup>st</sup> March 2021 were approved and signed by Dr J Butterley.</p> <p>(v) The expenditure for the month of April was reviewed against the budget set for 2021/2022. As this is only the first month in the new financial year, there were no comments to make.</p> <p>(vi) Members reviewed Mr J Manning's report on the Accessibility Audit undertaken by him on the Nynhead Parish website earlier in the month. His findings confirm that the website is partially compliant (72%) with the Web Content Accessibility Guidelines version 2.1 AA standard with the remaining areas of non-compliance (28%) requiring attention. Before addressing this, however, it was agreed that the website should be downsized and redesigned in order to serve, more efficiently, the future needs of the community, possibly using a new web provider such as WordPress. The Clerk was instructed to arrange for Boost-It Media to attend the first part of the next PC meeting to discuss how corrections and improvements to the current website could be made and, in the meantime, the Clerk will publish an interim accessibility statement on the website.</p> <p>(vii) The draft policy for Parish Council sponsorship and donations was discussed. Whereas members were not at all against the principle of sponsorship and donations, they did not consider a formal policy to be necessary. They would prefer to deal with each on an individual basis as and when they might occur.</p> <p>(viii) Mr T Powell-Gill volunteered to become the councillor responsible for liaising with local landowners. This was supported by all members. To assist him in this role, Mr Powell-Gill will draft a map of the fields and respective landowners within the Parish.</p> <p>(ix) The Council decided not to contribute this year towards the health programme organised by LEW&amp;TV for children at the Oake, Bradford and Nynhead Primary School. The three councils have been asked to contribute approximately £70.00 each but as, currently, so few children from Nynhead attend this school and it is not the policy of Nynhead Parish Council to donate to outside organisations, this request was declined.</p> <p>(x) The Clerk informed members about the SWTC Spring Clean Project 2021 which organises teams of litter pickers together with the SWTC Street and Highways cleansing contractors. Litter picking kits for local communities can also be borrowed. With the project due to finish at the end of June, the Clerk will contact the organiser to request a clean-up along Nynhead Road, in The Hollow and in the gullies on the approach to East Nynhead.</p> |
| 21/058 | Police Report | <p>(i) In the absence of PCSO Henderson, the Clerk read out a report she had received. There were 6 calls into 101 and 999 for Nynhead, Oake, Bradford on Tone and Langford Budville for the month of April 2021. These calls involved one Covid breach, one incident of malicious</p>   |

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|        |                       | <p>communications, one domestic incident, one suspicious incident, one road related incident resulting in partially blocked road and one abandoned 999 call- the member of the public pocket dialled by accident. There were no reports of antisocial behaviour.</p> <p>(ii) The bike marking event and registration to the National Bike Register, organised by the Avon and Somerset police at the Memorial Hall on Sunday 9<sup>th</sup> May was a big success. Altogether, around 40 bikes were registered.</p> <p>(iii) Two alerts have been received this month by the Nynehead Neighbourhood Watch Scheme and the Wellington Rural Farm Watch from the Avon and Somerset Police. One involves a new text message called Flubot. This is a malicious piece of Spyware that is installed on an Android device once a text has been received requesting installation of a Tracking App due to a “missed package delivery” This Tracking App will steal passwords and other sensitive data, whilst sending messages to contacts to do the same. DO NOT click on any links or download any App. Please forward any scam messages to 7726 (SPAM on the keypad) which is a free reporting service. Currently, this only applies to Android phones but Apple IOS users should remain alert. For information on the National Cyber Security Website follow this link:<a href="https://www.ncsc.gov.uk/guidance/flubot-guidance-for-text-message-scam">https://www.ncsc.gov.uk/guidance/flubot-guidance-for-text-message-scam</a> The second alert concerns the recent increase in non-dwelling burglaries. Outbuildings and sheds have been broken into and tools stolen. Vigilance is recommended together with a review of security measures. Any suspicious activity should be reported via 101.</p> |
| 21/059 | Rights of Way         | <p>(i) Mr Joe Frost, Parish Paths Liaison Officer, gave his monthly report. Overall, given the significant rainfall throughout the month, the footpaths remain in good condition. Strimming will resume when possible but is likely to be reduced in frequency due to the problems Mr Frost is currently experiencing with his back. The situation will be reviewed over the coming weeks.</p>  |
| 21/060 | Highways              | <p>(i) The Clerk had received no correspondence from Somerset Highways Dept.</p>  |
| 21/061 | Receipts and Payments | <p>The Council authorised and instructed the issue of cheques for:</p> <p>(a) The Clerk’s Salary for January 2019 (£250.56) and Expenses (£95.80) Total £346.36 Cheque No.000856 Prop. by Dr J Butterley and Sec. by Mr M Vest</p> <p>(b) Mr J Manning £99.99 Cheque No.000857 Prop. by Dr J Butterley and Sec. by Mr M Vest</p> <p>(c) P W Electrical Limited £120.00 (Installation of defibrillator for East Nynehead) Cheque No.000858 Prop. by Dr J Butterley and Sec. by Mr M Vest</p> <p>(d) Mrs Jill Larcombe. Internal Audit 2021 £40.00 Cheque No.000859 Prop. by Dr J Butterley and Sec. by Mr M Vest</p>   |

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| 21/062 | Correspondence                  | <p><u>For information only (* received by email, ^ received by post).</u></p> <p>(i) Somerset Waste Partnership Briefing April 2021*<a href="http://www.somersetwaste.gov.uk">www.somersetwaste.gov.uk</a></p> <p>(ii) M5 Junction 25 Improvement Scheme Project Newsletter – April 2021*<a href="http://www.alungriffiths.co.uk">www.alungriffiths.co.uk</a></p> <p>(iii) Citizens Advice, Taunton Newsletter – May 2021*<br/><a href="mailto:info@tauntoncab.org.uk">info@tauntoncab.org.uk</a></p> |
| 21/063 | Items requested for next agenda | <p>Items Requested for the next Agenda (21<sup>st</sup> June 2021):</p> <p>There were no <u>Items Requested</u> for the next Agenda</p>   |